



Data Analysis Request Policy

1.0 PURPOSE

This policy pertains to the application process for data from sources which Grampians Integrated Cancer Service (GICS) has access to (including both statewide and local data in relation to cancer). GICS are funded by the Victorian Department of Health and Human Services (DHHS) and are committed to supporting health service providers to improve cancer services for people receiving treatment in the Grampians Region of Victoria.

2.0 SCOPE

Any Grampians health service or individual working on a project requiring cancer-related data.

3.0 DEFINITIONS

DHHS: Department of Health and Human Services Victoria

OCP: Optimal Care Pathway

CSPI: Cancer Service Performance Indicator

VAED: Victorian Admitted Episode Dataset

VCR: Victorian Cancer Registry

4.0 STATEMENT OF POLICY

What data is available? - Internal and External Data Sources

Examples of Internal Data Sources:

- Cancer Service Performance Indicators (CSPI) data
- Optimal Care Pathway (OCP) audit data
- Audit data relating to Victorian Tumour Summit activities
- Supportive care screening data
- Other GICS-conducted audit data

Examples of External Data Sources:

- Victorian Admitted Episode Dataset (VAED) data (sent by DHHS every six months)
- Victorian Cancer Registry (VCR) data (consolidated notifications are received 12-18 months retrospectively to incorporate time for consolidation and mortality updates)
- Victorian Radiotherapy Minimum Dataset (when it becomes available later in 2017)

Both internal and external data will be available as grouped, de-identified data. Identified data will be provided only at the discretion of GICS, and only to the health service/provider from whom the data originated.



Grampians Integrated Cancer Service (GICS)

Who may apply for data?

Any Grampians health service or individual working on a project requiring cancer-related data can apply for data from Grampians Integrated Cancer Service (GICS).

Projects requiring cancer service and audit data may include, but are not limited to:

- cancer service demand and delivery
- trend analysis/longitudinal models for health service planning and budgeting
- research/journal publications
- grant applications
- data for focus groups and/or structured interviews within projects

Process for Making a Data Request

Those requesting data should download and complete the [GICS Data Analysis Request form](#) (available on the GICS website) in Excel and return the completed spreadsheet to GICS@bhs.org.au with 'DATA REQUEST' in the email Subject line.

Enquiries should be directed to the GICS Quality Coordinator on 5320-6773.

While we encourage you to discuss data needs with the Quality Coordinator, we will only review requests formally after they have been received electronically on the Excel request form.

Information to Include in the Request

1. Your contact details as well as name and contact details for the supervisor of the project.
2. Project title
3. Goals of the project – What is the purpose of the request? Please be as specific as possible.
4. Data Inclusions and Exclusions - What information is needed? Please be as specific as possible.
 - e.g. if the requested information pertains to patients, is it for all patients, patients at one particular health service, or colorectal cancer patients only?
 - What timeframe is being studied? (e.g. all patients treated in 2014 financial year) How many years/months' worth of data are to be included?
5. Project deadlines – when is the data needed by? Please allow as much time as possible for data collation and processing. (Turnaround may be up to a month or more depending on other commitments)
6. Is this a one-off request or information that will be needed regularly?
7. Has ethics been approved? Please provide local BHS/SJOG ethics number.
8. Is this an extension to a previous project – please provide the Request Number and Project Title from that project.



Grampians Integrated Cancer Service (GICS)

GICS Process for Responding to a Request

- When a request is received, a GICS staff member will allocate it a Request Number and review it for completeness. You will be contacted if additional information is needed before processing the request.
- After assessing and approving the request, our office will inform you of the likely timeframe for delivering the needed information. (If your request is rejected, you will be notified in writing as early as possible)
- If you want to add to or change the contents of your request, you must fill out a new request form with the updated information, and notify the GICS Quality Coordinator of your changes when submitting the new request.
- Depending on the scope and nature of the information requested, turnaround times can vary.

Format of Response

- Responses are provided in accordance with the information you submit. (if unsure about any of the process, please contact GICS prior to completing your request)
- More complex responses, such as tables or figures, will be delivered as a .pdf email attachment.
- As a general rule, we will not provide raw data to external clients.

5.0 RELATED DOCUMENTS

006-01 Document Management Policy

006-06 Data Request Form